

Scenario 2 – Thrift Savings Plan Batch/Daily Processing

Background/Problem:

The TSP uses the Omni Plus recordkeeping system to maintain plan and participant level defined contribution records for over 4 million participants at both a plan and participant level. Information is also stored in several ancillary and complementary systems and databases for retrieval by various applications. Ten (10) separate plan segments are maintained on the system to distribute the participant population for processing efficiency, but all are operated as a single plan. To keep these records updated for daily valuation reporting on a participant level, the FRTIB utilizes Batch/Daily processing.

Batch/Daily processing is a standard method for executing a series of non-interactive jobs throughout a scheduled timeframe. Transactions are stored during working hours and executed during the evening when the general systems are idle. Operating in this manner is particularly useful for operations, as they do not tie up end user computers and/or peripheral devices for an extended period of time during the workday. Once FRTIB's Batch/Daily jobs begin, they continue until completion or until an error occurs. These jobs must be executed by 6:00 AM each business day in order to update our recordkeeping system, the website, our call center information, and define daily investment changes. Flawless execution is a contract requirement.

Current Process/Environment:

The processing for a specific trade (business) date starts in the morning after the cutoff for agency submitted transactions. After the submitted transactions have been processed through a non-post trial run, first pre-notification of trade report (pre-note) is generated. This pre-note includes all of the agency submitted transactions to be processed that trade date and any other transactions that exist for that trade date. This step is followed by a second non-post trial run, after the noon cutoff for participant submitted transactions involving money, providing a more complete pre-note report. This report is used by FRTIB staff to prepare the trade information for the fund manager which must be provided by 2:00 PM EST each work day.

After the 6:00 PM cutoff for non-financial transactions, the Daily process starts with the Unified, which is the term used to describe the Daily batch processing as it applies to the Omni Plus system. The first step is extracting the transactions to be processed from the on-line system is to ensure they are available to the batch system. The Unified then waits until prices are received (prices are provided to the Offeror by FRTIB staff based on feeds from the fund manager(s) and accrued expenses). Once the prices are posted to Omni Plus through the Asset Manager Interface (AMI), our custom application for setting fund prices and allocating life cycle fund balances, processing continues until all transactions are processed. At the end, the batch and on-line systems are again synced to include both transactions entered during the Unified as well as the results of the Unified. Normally the Unified is complete prior to midnight. Measures must be in place to keep the trade date from changing until after the unified completes.

Once the Unified completes, several downstream processes occur that are based on the Unified output (report strings) and updated data in Omni Plus. Some of the activities are noted below: Reporting is generated including financial reporting, participation reporting, and reporting to the agency payroll offices that had data processed. The financial reporting includes information to true up the investment as the second pre-note report and trade orders created before the current day's prices were determined. These financial reports, along with the posting of the new participant balances and prices on the web is required to be complete by 6:00AM on the next calendar day.

Other downstream processes include:

- 1) generation of participant transaction notices for transmission to print vendor;
- 2) a conversion process that produces PDF's of the reports and notices that are loaded into AG;
- 3) processing of the resulting disbursement activities through Omni Payments;
- 4) processing of general ledger transactions through Savantage Altimate; and
- 5) creation of and transmission of a disbursement file of check and EFT payments to the Department of the Treasury.

By the completion of this activity, the cycle has begun for the next business day.

Assumptions:

For the purposes of this Scenario, Offerors are to assume that:

- The contractor will define and provide resources with the necessary skills to complete this task.
- The contractor will treat this task as a high priority. If leveraging personnel to prevent impact to daily operations, is anticipated, describe the process and resources.
- Contractor must be able to precisely suspend or modify the start and stop times of the Batch/Daily processing requirements for holidays and unforeseeable events where the domestic and/or foreign trade markets are forced to close.
- All labor associated with this Scenario must be covered under this task and shall be identified in the table provided below

Period of Performance:

Offerors shall use the following period of performance for this Scenario: October 1, 2013 through September 30, 2014.

Proposal Requirements:

For this Scenario, the Offeror shall outline a complete process, including a representative schedule, from defining the requirements to processing the Batch/Daily jobs through completion. Offerors shall present their entire process and approach to include any efficiencies to the process. All required resources, including skill levels and fully loaded labor rates shall be reflected in the table below: Offerors shall address necessary communications, approvals, and support needed from Government staff or other parts of FRTIB. Risk management and risk mitigation shall also be addressed.

The Offeror shall address assumptions, underlying rationale, and quantified efficiencies.

Required Offeror Resources:

The Offeror shall be responsible for all work associated with the steps at outlined above in the current process section. The Offeror shall ensure detailed communications are sent promptly to required distribution groups, if any Batch/Daily programs fail or generate errors. Offeror personnel shall be available during the Batch/Daily process for issues or questions that require resolution.

Location:

All work will be performed at the contractor's facility.

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